

Come work at CDSS where . . .

People come First!

THE ADULT PROGRAMS DIVISION

HAS AN IMMEDIATE OPENING IN THE ADULT PROGRAMS
SYSTEMS UNIT FOR THE FOLLOWING POSITION:

STAFF SERVICES ANALYST/ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (LIMITED TERM)

*This position is currently Limited Term, subject to becoming permanent
pending Department of Finance approval.*



EMPLOYMENT OPPORTUNITY

Interested in locating to an inviting work environment that offers FREE parking and access to light rail? Interested in working for a Program that is delivered through California's 58 counties and assists in providing domestic and personal care services to aged, blind and disabled recipients?

The Department of Social Services, Adult Programs Division has an immediate opening to help you fulfill your desire to serve California's most fragile residents.

Come join a wonderful group of highly skilled and motivated individuals who are out to make a difference in the lives of those in need.

To find out more information and view a copy of the duty statement, please click on the appropriate link. Once you have viewed the information if you still have questions, please contact Chisa Brite at 916-229-4346.

Your signed state application can be mailed/faxed to the location specified below, or e-mailed to Chisa.Brite@dss.ca.gov.

Applications will be evaluated based on eligibility and desired qualifications, and interviews may be scheduled. All appointments are subject to SROA/Surplus provisions.

CDSS EMPLOYEES ARE ENCOURAGED TO APPLY.

Final File Date: Open Until Filled

If interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Chisa Brite
8745 Folsom Blvd., Ste 230 MS 19-92
Sacramento, CA 95826
916-229-4346 / 916-229-3155 (fax)



**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
ADULT PROGRAMS BRANCH
ADULT PROGRAMS SYSTEMS UNIT**

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (LIMITED TERM)

DUTY STATEMENT

CONCEPT OF POSITION:

Under the direction of the Systems Unit Manager (SSM I), the Associate Governmental Program Analyst (AGPA) performs analytical and technical work relative to the operations of the automated In-Home Supportive Services Case Management, Information, and Payrolling System (IHSS/CMIPS).

A. RESPONSIBILITIES OF POSITION:

- 50% As the member of a team, or under direction of the SSM I the Associate Governmental Program Analyst (AGPA), performs the following duties regarding CMIPS maintenance: Identify and analyze deficiencies in the IHSS/CMIPS and develop corrective actions. Develop criteria, including system logic, and IHSS/CMIPS vendor training for system modification. Coordinate various activities between Department units, the State IHSS/CMIPS vendor, other agencies and County Welfare Departments. Prepare evaluation and performance reports on the CMIPS contract as requested and complete CMIPS contract cost analyses. Review; authorize billings from the IHSS/CMIPS vendor. Initiate work orders to the IHSS/CMIPS vendor as needed. Process all paperwork to ensure Individual Providers (IP) daily payroll is accurate and timely. Respond to CMIPS specific correspondence and inquiries from counties, recipients, and providers concerning payments by the State Controller's Office. Negotiate and maintain IHSS Payrolling contracts with the State Controller's Office and the Office of the State Treasurer. Analyze data and provide reports to track program trends and provide information to be used in department-wide analyses for estimates, budgeting, contracts, etc.
- 20% Prepare issue papers, complete legislative bill analyses, write All-County Letters (ACL), All-County Information Notices (ACIN), regulations, general correspondence, make written and verbal recommendations on major program and fiscal questions pertinent to the IHSS/CMIPS.
- 15% Conduct projects which include special studies and projects aimed at reducing state costs for the IHSS/CMIPS. Update technical CMIPS User Manual instructions. Prepare policy instructions and guidelines for the IHSS/CMIPS vendor and the counties. Act as liaison to both the IHSS/CMIPS vendor and the counties on policy interpretation and implementation.

- 10% Develop and coordinate IHSS/CMIPS changes in response to program policy changes and respond to questions about the CMIPS changes. Design Management Information Reports.
- 5% Attend and represent the State at the Adult Services Committee and other California Welfare Director Associations (CWDA) meetings. Organize State/County special CMIPS issue meetings. Prepare and conduct CMIPS workshops at the Annual Adult Services Conference. Assist in development of CMIPS training to counties.

B. SUPERVISION RECEIVED:

The AGPA is directly supervised by the Unit Manager, but may receive some assignments and direction from a lead analyst on certain projects. The incumbent is required to utilize initiative and resourcefulness in completing assignments.

C. SUPERVISION EXERCISED:

The AGPA may be required to act as a lead analyst on special projects and/or for the Unit Manager in his/her absence. The AGPA is responsible to assure the IHSS/CMIPS vendor understands and completes tasks the vendor is asked to do.

D. ADMINISTRATIVE RESPONSIBILITY:

None.

E. PERSONAL CONTACTS:

The AGPA will have frequent contact with all levels of departmental employees, representatives from other governmental agencies, legislative and legal staff and members of the general public.

F. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the department or information being released to unauthorized persons in violation of State and federal law.

G. OTHER INFORMATION:

The AGPA must have good interpersonal communication skills and be able to work well under pressure.